

LOGISTICS

8 November 1979

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UNAUTHORIZED USE OF PORTABLE FANS AND HEATERS

1. As prescribed in the Department of Energy's Standby Conservation Plan No. 2, Emergency Building Temperature Restrictions, thermostat settings for public buildings are to be maintained at no lower than 78 degrees Fahrenheit in the summer and no higher than 65 degrees Fahrenheit in the winter. These temperature restrictions are necessary if we are to achieve the energy goals established by the President.

2. The use of supplemental fans and heaters to increase heating and cooling in Agency-occupied buildings may not be used unless specifically warranted and approved. Upon verification that an environmental problem exists, fans and heaters may be utilized (provided written approval is obtained) when the prescribed temperatures cannot be achieved through the central heating, ventilation, and cooling system.

3. Requests for use of fans and heaters in the Headquarters Building will be forwarded to the Chief, Headquarters Engineering Branch, RECD/OL, Room 3E24 Headquarters Building, extension [REDACTED]. Requests for use in other Agency buildings will be directed to the Chief, Field Engineering Branch, RECD/OL, [REDACTED].

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DON I. WORTMAN
Deputy Director
for
Administration

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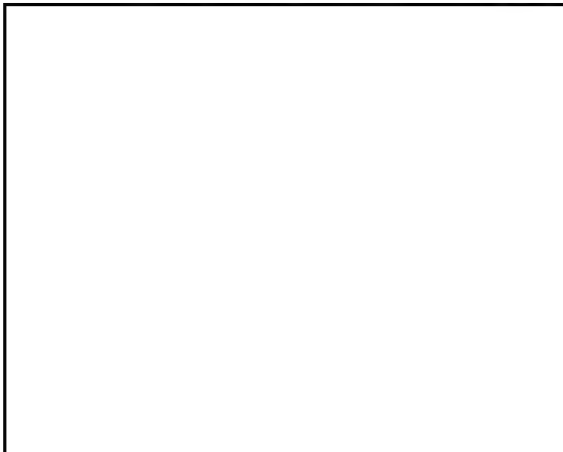
AGENCY ENERGY COMMITTEE

1. Energy conservation continues to be one of our highest national priorities. In order to ensure that this Agency participates fully in conservation measures, an Agency Energy Committee has been created to direct and monitor this Agency's conservation efforts.

2. Members of this Committee are:

James H. McDonald, Director of Logistics, Chairman

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3. The committee's responsibilities will consist of but are not limited to:

a. Ensure Agency compliance with appropriate statutes and Executive directives related to energy usage.

b. Study and develop internal programs for energy consumption and monitor their compliance.

c. Assist in promoting good conservation practices amongst Agency employees.

d. Review all suggestions on energy conservation offered by Agency employees.

4. All employees are asked to cooperate with the committee in this effort to conserve energy. Questions may be directed to any member of the committee, or the Plans and Programs Staff,

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